

# ENTERPRISE FUNDS



This section contains the budgets for three of the City’s enterprise funds. Two other enterprise funds for electric and water are located in the Burbank Water and Power section. These funds are used to account for operations financed and operated in a manner similar to a private business enterprise.

**The funds in this section include:**

Water Reclamation and Sewer Fund	Fund 494
Golf Fund	Fund 495
Refuse Collection and Disposal Fund	Fund 498

# Water Reclamation and Sewer Fund

## Fund 494



The City's Water Reclamation Plant and Sewer System is run as a separate enterprise, funded exclusively by sewer connection fees and monthly charges. General Fund revenues are not used to support this fund's operations, which is administered by the Public Works Department.

### ABOUT WATER RECLAMATION & SEWER FUND

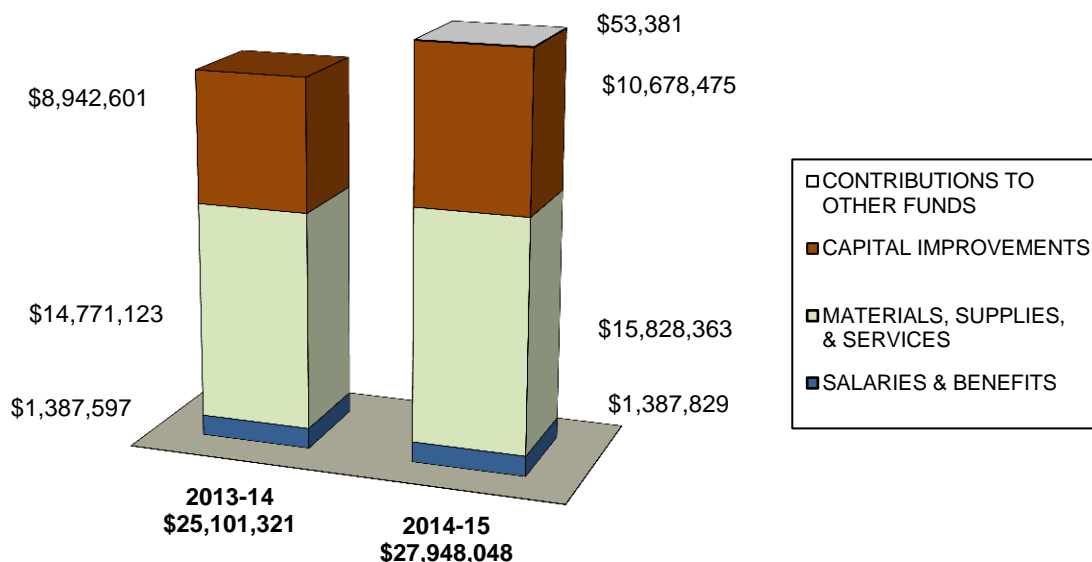
The Water Reclamation and Sewer Fund Division comprises four sections: Engineering & Design, Industrial Waste Permitting & Inspection, Plant Operations & Maintenance and Collection System Maintenance. Operation and maintenance of the City's Water Reclamation Plant, Industrial Waste Monitoring and some aspects of enforcement are all provided by contracted professional services.

Other program functions include issuing sewer permits, collecting and updating sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs and coordinating activities with the City of Los Angeles, state and federal regulating agencies.

### FUND SUMMARY

	EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
Staff Years	11.297	11.397	11.397	
Revenues and Other Income	\$ 16,074,204	\$ 16,739,674	\$ 17,216,229	\$ 476,555
Salaries & Benefits	\$ 1,344,202	\$ 1,387,597	\$ 1,387,829	\$ 232
Materials, Supplies, Services	12,235,850	14,771,123	15,828,363	1,057,240
Capital Improvements	387,910	8,942,601	10,678,475	1,735,874
Contributions to Other Funds			53,381	53,381
<b>TOTAL</b>	<b>\$ 13,967,962</b>	<b>\$ 25,101,321</b>	<b>\$ 27,948,048</b>	<b>\$ 2,846,727</b>

### FUND SUMMARY



# Water Reclamation and Sewer Fund

## Engineering and Design Section

### 494.PW23A



The Engineering & Design Section provides for present and future needs of the community related to the collection, treatment and disposal of residential, commercial and industrial wastewater in compliance with federal, state and local regulatory agencies; coordinates with other City agencies and organizations for wastewater management; and organizes, plans and performs all administrative, operational and maintenance functions for wastewater related facilities and capital improvement projects.

#### OBJECTIVES

- Administer the operation and maintenance contract for the City's Water Reclamation Plant and associated facilities.
- Coordinate with other City departments on projects related to sewage collection, treatment and disposal.
- Coordinate with City of Los Angeles for all activities related to contracts between Burbank and LA for treatment and disposal of wastewater and waste sludge to the LA Wastewater Treatment System.
- Coordinate with U.S. Environmental Protection Agency (EPA), Regional Water Quality Control Board, and South Coast Air Quality Management District for regulations pertaining to the Burbank Water Reclamation Plant.
- Plan, design and execute capital improvement projects for present and future wastewater management facility needs.
- Perform all tasks related to establishment and implementation of sewer service and facilities charges.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>		2.197	2.297	2.297	
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages Non-Safety	\$ 156,334	\$ 212,796	\$ 204,464	\$ (8,332)
60006	Overtime Non-Safety	1,371	3,191	3,191	
60012	Fringe Benefits Non-Safety	25,459	38,873	38,553	(320)
60012.1008	Fringe Non-Safety - Retiree	106	1,112	1,148	36
60012.1509	Fringe Non-Safety - Pension	38,855	45,433	43,360	(2,073)
60012.1528	Fringe Non-Safety - Workers Comp	3,557	6,845	1,713	(5,132)
60020	Project Salaries	(22,232)			
60021	Project Salaries Overhead	(7,763)			
60031	Payroll Adjustment	(23)			
		<b>195,664</b>	<b>308,250</b>	<b>292,429</b>	<b>(15,821)</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
62085	Other Professional Services	\$ 222,065	\$ 374,000	\$ 374,000	
62140	Special Services	370	3,000	3,000	
62220	Insurance	426,529	438,985	455,874	16,889
62235	Services of Other Dept - Indirect	177,618	135,592	154,750	19,158
62240	Services of Other Dept - Direct	65,971	53,795	52,518	(1,277)
62300	Special Departmental Supplies	1,124	1,200	1,200	
62420	Books & Periodicals	48	200	200	
62475	F532 Vehicle Equipment Rental	19,902	41,429	52,276	10,847
62485	F535 Comm Equip Rental	16,406	16,406	19,766	3,360
62496	F537 Computer Equip Rental	14,369	18,256	16,832	(1,424)
62755	Training	4,869	5,500	5,500	
62895	Miscellaneous	383	800	800	
63005	Depreciation - Building	827,045	795,985	780,695	(15,290)
63010	Depreciation - Infrastructure	2,000	2,000	2,000	
		<b>1,778,699</b>	<b>1,887,148</b>	<b>1,919,411</b>	<b>32,263</b>
<b>CONTRIBUTIONS TO OTHER FUNDS</b>					
85101.0531	Contribution to Fund 531			\$ 53,381	\$ 53,381
				<b>53,381</b>	<b>53,381</b>
<b>PROGRAM TOTAL</b>		<b>\$ 1,974,363</b>	<b>\$ 2,195,398</b>	<b>\$ 2,265,221</b>	<b>\$ 69,823</b>

# Water Reclamation and Sewer Fund

## Industrial Waste and Inspection Section

### 494.PW23B



The Industrial Waste Permitting & Inspection Section provides industrial/commercial waste management to fully comply with federal, state and local regulations.

#### OBJECTIVES

- Develop and enforce the local pretreatment program and enforcement regulations in full conformance with the U.S. EPA, California Regional Water Quality Control Board, State Water Resources Control Board and other local agency regulations.
- Coordinate with appropriate federal, state and local agencies in regard to industrial/commercial wastewater management.
- Administer the contract for field activities of the local pretreatment program/enforcement.
- Plan, develop, and execute industrial waste capital improvement projects.
- Comply with the National Pollution Discharge Elimination System (MPDES) Storm Water permit.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>		1.250	1.250	1.250	
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages Non-Safety	\$ 106,689	\$ 133,130	\$ 135,173	\$ 2,043
60006	Overtime Non-Safety	647			
60012	Fringe Benefits Non-Safety	16,061	21,756	22,060	304
60012.1008	Fringe Non-Safety - Retiree	66	605	625	20
60012.1509	Fringe Non-Safety - Pension	29,701	29,865	26,829	(3,036)
60012.1528	Fringe Non-Safety - Workers Comp	2,025	3,967	838	(3,129)
60020	Project Salaries	64,621			
60021	Project Salaries Overhead	24,572			
60031	Payroll Adjustment	(5)			
		<b>244,377</b>	<b>189,323</b>	<b>185,525</b>	<b>(3,798)</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
62085	Other Professional Services	\$ 2,285	\$ 36,000	\$ 36,000	
62170	Private Contractual Services	1,472,455	1,440,185	1,524,721	84,536
62235	Services of Other Dept - Indirect	57,981	61,802	71,130	9,328
62420	Books & Periodicals		1,000	1,000	
62435	General Equip Maint & Repair	44,110	86,760	142,525	55,765
62700	Memberships & Dues		22,515	22,515	
62755	Training		575	575	
62895	Miscellaneous	20	200	200	
62496	F537 Computer Equip Rental	247	247	308	61
		<b>1,577,098</b>	<b>1,649,284</b>	<b>1,798,974</b>	<b>149,690</b>
<b>PROGRAM TOTAL</b>		<b>\$ 1,821,475</b>	<b>\$ 1,838,607</b>	<b>\$ 1,984,499</b>	<b>\$ 145,892</b>

# Water Reclamation and Sewer Fund

## Plant Operations and Maintenance Section

### 494.PW23C



The Plant Operations and Maintenance Section provides the treatment and disposal of residential, commercial and industrial wastewater generated in the City and protects the receiving water quality.

#### OBJECTIVES

- Treat approximately nine million gallons per day of industrial, commercial and residential wastewater at the City's Water Reclamation Plant.
- Treat approximately two million gallons per day of wastewater and sludge at the City of L.A. Hyperion Treatment Plant.
- Oversee contract operation of the City's Water Reclamation Plant.
- Coordinate with U.S. EPA, State Water Resources Control Board and California Regional Water Quality Control Board relative to obtaining necessary permits, reporting requirements, etc.
- Evaluate, plan, design and execute capital improvement projects needed to meet the NPDES permit requirements.

# Water Reclamation and Sewer Fund

## Plant Operations and Maintenance Section

### 494.PW23C



		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2012-13	FY 2013-14	FY 2014-15	PRIOR YEAR
<b>STAFF YEARS</b>		0.850	0.850	0.850	
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages Non-Safety	\$ 98,193	\$ 103,920	\$ 103,731	\$ (189)
60006	Overtime Non-Safety	216			
60012	Fringe Benefits Non-Safety	14,508	15,667	15,506	(161)
60012.1008	Fringe Non-Safety - Retiree	11	411	425	14
60012.1509	Fringe Non-Safety - Pension	22,341	21,885	22,429	544
60012.1528	Fringe Non-Safety - Workers Comp	1,597	3,097	643	(2,454)
60020	Project Salaries	(42,389)			
60021	Project Salaries Overhead	(16,809)			
60031	Payroll Adjustment	(5)			
		<b>77,663</b>	<b>144,980</b>	<b>142,734</b>	<b>(2,246)</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
62000	Utilities	\$ 848,126	\$ 930,000	\$ 960,000	\$ 30,000
62085	Other Professional Services	10,087	75,000	50,000	(25,000)
62135	Governmental Services		2,752,440	3,302,928	550,488
62170	Private Contractual Services	2,417,783	2,466,526	2,503,364	36,838
62230	BWP Billing Service	874,517	877,552	905,905	28,353
62235	Services of Other Dept - Indirect	179,494	160,386	199,764	39,378
62313	Software and Hardware		12,000	12,000	
62415	Uncollectible Receivables	132			
62420	Books & Periodicals		150	150	
62435	General Equip Maint & Repair	135,178	118,000	126,822	8,822
62475	F532 Vehicle Equipment Rental	42,296	46,721	41,761	(4,960)
62496	F537 Computer Equip Rental	640	640	1,008	368
62735	Emissions and Permit Fees	96,099	110,000	130,000	20,000
62755	Training		395	395	
62820	Bond Interest and Redemption	825,734	641,653	615,133	(26,520)
62825	Bond Issuance Costs	305,748	69,600	20,078	(49,522)
62830	Bank Service Charges	1,800			
62830.1000	Credit Card Merchant Fees	7,189	13,814	13,814	
62895	Miscellaneous	13	150	150	
63000	Depreciation - Land	315,724	315,724	315,724	
63005	Depreciation - Building	922,686	922,686	922,686	
63010	Depreciation - Infrastructure	347,513	112,030	354,782	242,752
63015	Depreciation - Machinery	28,492	28,492	50,717	22,225
63020	Depreciation - Other Facilities	816,341	816,341	816,341	
63025	Depreciation - Other Assets	15,602	15,602	15,602	
		<b>8,191,194</b>	<b>10,485,902</b>	<b>11,359,124</b>	<b>873,222</b>
<b>CAPITAL IMPROVEMENTS</b>					
15022.19261	Plant Op. Improvements	\$ 14,557	\$ 1,079,321	\$ 612,539	\$ (466,782)
15022.20091	Water Rec Plant HVAC Repl	251,466			
15032.19260	Sanitary Sewer Rep & Upgrades	(10,586)	900,000	900,000	
15032.20558	Beachwood Force Main Repl	132,473	6,000,000	8,000,000	2,000,000
15052.15210	Hyperion Capital Construction		863,280	1,035,936	172,656
		<b>387,910</b>	<b>8,842,601</b>	<b>10,548,475</b>	<b>1,705,874</b>
<b>PROGRAM TOTAL</b>		<b>\$ 8,656,767</b>	<b>\$ 19,473,483</b>	<b>\$ 22,050,333</b>	<b>\$ 2,576,850</b>

# Water Reclamation and Sewer Fund

## Sewer Maintenance Program

### 494.PW23D



Collection System Maintenance consists of a seven person sewer crew and four vehicles: a combo vactor-jet truck, a jet truck, a CCTV inspection van and a pickup truck. The crew is able to clean all 230 miles of the City's sewer collection system each year and video inspect approximately 60 miles per year.

#### OBJECTIVES

- Clean 230 miles of the City sewer system.
- Respond to all reported sewer stoppages.
- Check and clean the Mariposa pumphouse twice a month.
- Check and clean various trouble areas, siphons, manholes, restaurants and mainlines with root problems on a monthly
- Repair and remodel manholes and construct and repair sewer and drainage lines.
- Check seven stormwater pump houses before storms for operational readiness.
- Video inspect main sewer line for damage assessment.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>		7.000	7.000	7.000	
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages Non-Safety	\$ 441,188	\$ 441,737	\$ 451,108	\$ 9,371
60006	Overtime Non-Safety	5,944	32,261	32,261	
60012	Fringe Benefits Non-Safety	106,504	109,654	110,254	600
60012.1008	Fringe Non-Safety - Retiree	111	3,388	3,500	112
60012.1509	Fringe Non-Safety - Pension	98,588	94,350	95,766	1,416
60012.1528	Fringe Non-Safety - Workers Comp	73,084	63,654	74,252	10,598
60020	Project Salaries	66,659			
60021	Project Salaries Overhead	32,299			
60031	Payroll Adjustment	2,121			
		<b>826,498</b>	<b>745,044</b>	<b>767,141</b>	<b>22,097</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
62000	Utilities	\$ 35,339	\$ 34,000	\$ 34,000	
62170	Private Contractual Services	87,862	100,000	100,000	
62235	Services of Other Dept - Indirect	355,563	353,215	356,665	3,450
62300	Special Departmental Supplies	5,968	22,000	22,000	
62380	Chemicals	410	10,625	10,625	
62435	General Equip Maint & Repair	41,013	41,238	41,238	
62475	F532 Vehicle Equipment Rental	38,713	69,415	119,762	50,347
62485	F535 Comm Equip Rental	12,077	12,077	15,413	3,336
62496	F537 Computer Equip Rental	4,290	4,137	4,447	310
62700	Memberships and Dues	8,080	1,400	1,400	
62755	Training	3,162	4,300	4,300	
63015	Depreciation - Machinery	67,542	67,542	12,164	(55,378)
63035	Depreciation - Vehicle	28,840	28,840	28,840	
		<b>688,859</b>	<b>748,789</b>	<b>750,854</b>	<b>2,065</b>
<b>CAPITAL IMPROVEMENTS</b>					
15032.20549	Plant Operation Improvements		\$ 20,000	\$ 50,000	\$ 30,000
15042.17533	Repair of Pump Stations		80,000	80,000	
			<b>100,000</b>	<b>130,000</b>	<b>30,000</b>
<b>PROGRAM TOTAL</b>		<b>\$ 1,515,357</b>	<b>\$ 1,593,833</b>	<b>\$ 1,647,995</b>	<b>\$ 54,162</b>

# Water Reclamation and Sewer Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS 2012-13	STAFF YEARS 2013-14	STAFF YEARS 2014-15	CHANGE FROM PRIOR YEAR
Administrative Officer		0.100	0.100	
Assistant PW Director - Wastewater	1.000	1.000	1.000	
Civil Engineering Associate	1.000	1.000	1.000	
Civil Engineering Assistant	1.000	1.000	1.000	
Collection System Journeyman	3.000	3.000	3.000	
Collection System Supervisor	1.000	1.000	1.000	
Collection System Worker	3.000	3.000	3.000	
Principal Clerk	0.100	0.100	0.100	
Senior Clerk	0.100	0.100	0.100	
Senior Administrative Analyst	0.097	0.097	0.097	
Senior Civil Engineer	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>11.297</b>	<b>11.397</b>	<b>11.397</b>	



# Golf Fund

## 495.PR27A



The City of Burbank, with oversight from the Park, Recreation and Community Services Department, contracts the daily operations and management of the DeBell Golf Course facility to S.S. Golf, Inc. The DeBell Golf Course facility consists of an 18 hole course, a 9 hole course, a 3 par course, a driving range, and a clubhouse. The maintenance and operational costs of the DeBell Golf Course, as well as the financial support for all capital improvement projects related to this facility, are completely funded by green fees and rent received from the operator.

### OBJECTIVES

- Provide the community with an aesthetic, challenging and well maintained public golf complex.
- Oversee the lease and operations agreement with S.S Golf, Inc. to manage the Debell Golf Course facility.
- Complete the golf course capital improvement projects as defined in the Capital Improvement Program (CIP) document.
- In conjunction with the Park, Recreation and Community Services Board and the Golf Fund Oversight Committee, review and make recommendations on matters related to the operations of the DeBell Golf Enterprise Fund.

### CHANGES FROM PRIOR YEAR

On October 22, 2013, the City Council approved a lease and operating agreement between the City of Burbank and S.S. Golf, Inc. to manage the ongoing operations of the DeBell Golf Course. As a full-service management agreement, the DeBell Golf Course and its associated facilities have been leased to S.S. Golf, Inc. for a fixed term commencing on January 1, 2014. The focus of this new arrangement was to create a synergistic relationship of operations that will enhance the overall golf experience at DeBell Golf Course.

	EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
<b>REVENUES AND OTHER INCOME</b>	<b>\$ 1,887,000</b>	<b>\$ 1,887,000</b>	<b>\$ 409,500</b>	<b>(1,477,500)</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62000 Utilities	\$ 442,756	\$ 460,000		(460,000)
62085 Other Professional Services	9,654	21,400		(21,400)
62170 Private Contractual Services	992,424	1,001,000	92,000	(909,000)
62215 Insurance Supplement	15,043	16,740		(16,740)
62220 Insurance	31,284	25,285		(25,285)
62235 Services of Other Dept - Indirect	324,643	348,984	191,312	(157,672)
62240 Services of Other Dept - Direct	23,192			
62450 Building Grounds Main and Repair	11,206	58,000		(58,000)
62496 F537 Computer Equip Rental	765	765	747	(18)
62815 Note Interest Expense	29,365	29,000	25,500	(3,500)
62895 Miscellaneous	675	2,100		(2,100)
63000 Depreciation - Land	126,908	126,908	26,748	(100,160)
63005 Depreciation - Building	411,719	411,719	414,218	2,499
63010 Depreciation - Infrastructure	3,192	3,192	3,192	
63014 Depreciation - Park	3,487	3,487	3,487	
63015 Depreciation - Machinery	23,130	23,130	23,130	
	<b>2,449,443</b>	<b>2,531,710</b>	<b>780,334</b>	<b>(1,751,376)</b>
<b>CAPITAL IMPROVEMENTS</b>				
15022.13635 Debell Clubhouse	\$ (10,948)			
15022.20106 Golf Course Seismic Retrofit	7,500	145,000		(145,000)
70019 Building Improvements	10,948			
	<b>7,500</b>	<b>145,000</b>		<b>(145,000)</b>
<b>PROGRAM TOTAL</b>	<b>\$ 2,456,943</b>	<b>\$ 2,676,710</b>	<b>\$ 780,334</b>	<b>\$ (1,896,376)</b>

# Refuse Collection and Disposal Fund

## Fund 498

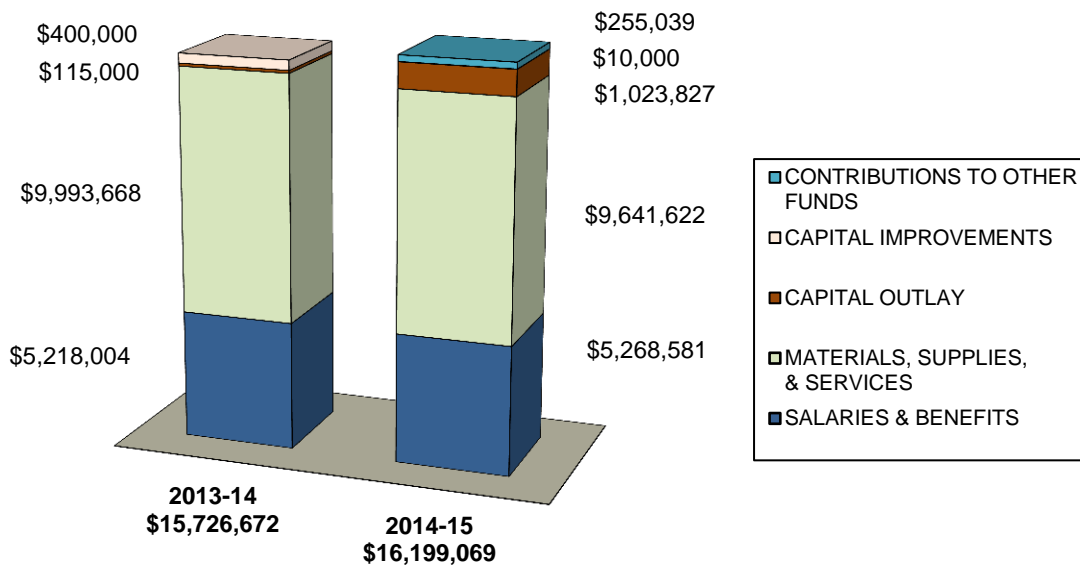


The Refuse Collection and Disposal Fund consists of three sections: Refuse Collection, Refuse Disposal (which includes Landfill Engineering and Operations) and Recycling. Refuse collection, disposal and recycling revenues are generated from user fees charged to all residents and commercial/industrial users.

### FUND SUMMARY

	EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
Staff Years	54.707	55.247	55.247	
Revenues and Other Income	\$ 16,564,739	\$ 15,972,011	\$ 16,711,088	\$ 739,077
Salaries & Benefits	\$ 4,823,268	\$ 5,218,004	\$ 5,268,581	\$ 50,577
Materials, Supplies, Services	11,477,911	9,993,668	9,641,622	(352,046)
Capital Outlay		115,000	1,023,827	908,827
Capital Improvements	34,505	400,000	10,000	(390,000)
Contributions to Other Funds			255,039	255,039
<b>TOTAL</b>	<b>\$ 16,335,684</b>	<b>\$ 15,726,672</b>	<b>\$ 16,199,069</b>	<b>\$ 472,397</b>

### FUND SUMMARY



# Refuse Collection and Disposal Fund

## Refuse Collection Section

### 498.PW31A



The Refuse Collection Section is responsible for servicing all single family residential units, 60% of the multi-family residential units in the City and 10% of all commercial/industrial customers in the City. Collection services include refuse, recyclables and greenwaste.

#### OBJECTIVES

- Maintain the City's high rate of solid waste diversion through the development and implementation of source reduction, recycling and greenwaste collection programs.
- Provide excellent customer service while safely removing and delivering refuse, greenwaste, recyclables and bulky items from customers to appropriate receiving facilities.
- Maintain accurate and retrievable records relating to refuse, greenwaste and recycling collection.

		BUDGET FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>		44.707	45.247	45.247	
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages Non-Safety	\$ 2,313,487	\$ 2,538,921	\$ 2,554,739	\$ 15,818
60006	Overtime Non-Safety	15,445	39,167	39,167	
60012	Fringe Benefits Non-Safety	606,820	671,857	672,025	168
60012.1008	Fringe Non-Safety - Retiree	344	24,685	25,501	816
60012.1509	Fringe Non-Safety - Pension	500,818	521,058	535,362	14,304
60012.1528	Fringe Non-Safety - Workers Comp	353,882	313,158	341,506	28,348
60015	Wellness Program	1,478			
60020	Projects Salaries	(30,912)			
60021	Project Salaries Overhead	(25,617)			
60023	Uniform & Tool Allowance	2,087			
60031	Payroll Adjustment	2,987			
		<b>3,740,819</b>	<b>4,108,846</b>	<b>4,168,300</b>	<b>59,454</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
62135	Governmental Services		\$ 2,327	\$ 2,327	
62140	Special Services	10,501	14,000	14,000	
62170	Private Contractual Services	287,754	276,511	276,511	
62220	Insurance	121,576	110,240	100,014	(10,226)
62230	BWP Billing Service	968,367	980,205	980,205	
62235	Services of Other Dept - Indirect	666,711	620,728	619,451	(1,277)
62240	Services of Other Dept - Direct	1,354,895	1,134,452	1,247,788	113,336
62300	Special Departmental Supplies	149,000	131,621	131,621	
62310	Office Supplies	522	3,000	3,000	
62405	Uniforms & Tools	7,330	16,000	16,000	
62415	Uncollectible Receivables	132			
62435	General Equip Maint and Repair		1,530	1,530	
62440	Office Equipment Maint and Repair	1,840	9,260	9,260	
62470	F533 Office Equipment Rentals		597	597	
62475	F532 Vehicle Equipment Rental	1,531,172	1,519,113	1,590,502	71,389
62485	F535 Comm Equip Rental	53,540	53,540	67,855	14,315
62496	F537 Computer Equip Rental	7,825	7,502	7,654	152
62700	Memberships and Dues	228	756	756	
62755	Training	3,210	5,159	5,159	
63000	Depreciation - Land	2,473	2,473		(2,473)
63005	Depreciation - Building	230,108	28,459		(28,459)
63010	Depreciation - Infrastructure	8,816	8,816	8,816	
63015	Depreciation - Machinery	54,703	54,703	54,703	
63035	Depreciation - Vehicle	657,810	656,110	307,168	(348,942)
		<b>6,118,513</b>	<b>5,637,102</b>	<b>5,444,917</b>	<b>(192,185)</b>

# Refuse Collection and Disposal Fund

## Refuse Collection Section

### 498.PW31A



		BUDGET FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
<b>CAPITAL OUTLAY</b>					
15101	Vehicle Clearing		\$ 115,000	\$ 132,320	\$ 17,320
			<b>115,000</b>	<b>132,320</b>	<b>17,320</b>
<b>CONTRIBUTIONS TO OTHER FUNDS</b>					
85101.0531	Contribution to Fund 531			\$ 255,039	\$ 255,039
				<b>255,039</b>	<b>255,039</b>
<b>PROGRAM TOTAL</b>		<b>\$ 9,859,332</b>	<b>\$ 9,860,948</b>	<b>\$ 10,000,576</b>	<b>\$ 139,628</b>

# Refuse Collection and Disposal Fund

## Refuse Disposal Section

### 498.PW31B



The Refuse Disposal Section operates the City's landfill in accordance with federal, state, county and local regulations and permits. Based on the present rate of disposal, the permitted landfill capacity is designed to last until the year 2053.

#### OBJECTIVES

- Maintain safe and adequate landfill operations.
- Compact and cover refuse each day with alternative daily cover (reusable tarps).
- Maintain all records, complete all reports and comply with permit conditions required by agencies that regulate the landfill.
- Maintain landscaping and irrigation improvements as required by the Conditional Use Permit and the Regional Water Quality Control Board.
- Expand landfill gas collection system in Landfill No. 3 and operate and maintain the landfill gas collection system.
- Provide landfill gas emissions monitoring, testing, analysis and reporting.
- Provide groundwater and surface water quality monitoring, including sampling, analysis and reporting.
- Operate the City's greenwaste transfer site at the landfill.
- Construct landfill liner project at Landfill No. 3.

# Refuse Collection and Disposal Fund

## Refuse Disposal Section

### 498.PW31B



		BUDGET FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>		5.000	5.000	5.000	
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages Non-Safety	\$ 334,891	\$ 338,492	\$ 345,791	\$ 7,299
60006	Overtime Non-Safety	15,788	19,977	19,977	
60012	Fringe Benefits Non-Safety	57,015	79,152	79,776	624
60012.1008	Fringe Non-Safety - Retiree	111	2,420	2,500	80
60012.1509	Fringe Non-Safety - Pension	76,896	73,124	72,459	(665)
60012.1528	Fringe Non-Safety - Workers Comp	42,638	38,138	41,650	3,512
60015	Wellness Program	225			
60020	Projects Salaries	46,857			
60021	Project Salaries Overhead	33,266			
60031	Payroll Adjustment	105			
		<b>607,792</b>	<b>551,303</b>	<b>562,153</b>	<b>10,850</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
62000	Utilities	\$ 82,061	\$ 85,000	\$ 85,000	
62135	Governmental Services	112,022	125,000	125,000	
62140	Special Services		3,000	3,000	
62170	Private Contractual Services	695,235	770,000	770,000	
62235	Services of Other Dept - Indirect	171,688	187,332	188,287	955
62300	Special Departmental Supplies	8,510	15,000	15,000	
62405	Uniforms & Tools	1,246	2,000	2,000	
62440	Office Equipment Maint and Repair	500			
62475	F532 Vehicle Equipment Rental	510,391	506,371	530,167	23,796
62496	F537 Computer Equip Rental	1,500	1,448	1,454	6
62700	Memberships and Dues		800	800	
62710	Travel	408	2,000	2,000	
62755	Training	2,188	3,000	3,000	
62820	Bond Interest and Redemption	230,869	175,050	157,800	(17,250)
62825	Bond Issuance Costs	653,584	82,117		(82,117)
62830	Bank Service Charges	882			
62830.1000	Credit Card Merchant Fees		3,600	3,600	
62920	Trust Fund Set Aside	542,217	575,000	575,000	
63000	Depreciation - Land	103,443	76,547	74,101	(2,446)
63010	Depreciation - Infrastructure	11,885	11,885	11,885	
63035	Depreciation - Vehicle	148,874	148,874	52,126	(96,748)
		<b>3,277,503</b>	<b>2,774,024</b>	<b>2,600,220</b>	<b>(173,804)</b>
<b>CAPITAL OUTLAY</b>					
15101	Vehicle Clearing			\$ 891,507	\$ 891,507
				<b>891,507</b>	<b>891,507</b>
<b>CAPITAL IMPROVEMENTS</b>					
15012.20109	Landfill Liner Construction	\$ 400,000			\$ (400,000)
15022.21301	Landfill Scale House Roof Repl.			10,000	10,000
		<b>400,000</b>		<b>10,000</b>	<b>(390,000)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 3,885,295</b>	<b>\$ 3,725,327</b>	<b>\$ 4,063,880</b>	<b>\$ 338,553</b>

# Refuse Collection and Disposal

## Recycling Section

### 498.PW31C



The Recycling Section activities include the curbside collection of recyclables for single-family residential, a portion of multi-family residential and commercial recycling collection. This section also provides public education and outreach on numerous environmental issues, operating several other recycling programs such as oil recycling and composting. The operation to process recyclables at the Recycle Center is conducted by a private contractor and administered by the Street and Sanitation Division, while in-house City staff conducts the public outreach and administers the other recycling programs.

#### OBJECTIVES

- Continue the Source Reduction and Recycling Element, as required by the California Integrated Waste Management Act of 1989. Work with the business community to assist them in developing recycling and source reduction plans as mandated by AB 341.
- Continue the Source Reduction and Recycling Element, as required by the California Integrated Waste Management Act of 1989. Work with the business community to assist them in developing recycling and source reduction plans.
- Continue a comprehensive public awareness program to inform residents about recycling of solid waste and household hazardous waste.
- Operate the Learning Center area with "hands on" exhibits and displays at the Recycle Center. Increase recycling goals to reduce the waste deposited in the landfill by targeting businesses to raise the overall level of business recycling.

# Refuse Collection and Disposal

## Recycling Section

### 498.PW31C



		BUDGET FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>		5.000	5.000	5.000	
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages Non-Safety	\$ 319,473	\$ 367,329	\$ 367,797	\$ 468
60006	Overtime Non-Safety	2,576	4,000	4,000	
60012	Fringe Benefits Non-Safety	74,245	80,102	81,648	1,546
60012.1008	Fringe Non-Safety - Retiree	332	2,420	2,500	80
60012.1509	Fringe Non-Safety - Pension	75,661	84,735	70,023	(14,712)
60012.1528	Fringe Non-Safety - Workers Comp	15,386	19,269	12,160	(7,109)
60015	Wellness Program	(113)			
60020	Projects Salaries	(8,143)			
60021	Project Salaries Overhead	(5,374)			
60031	Payroll Adjustment	614			
		<b>474,657</b>	<b>557,855</b>	<b>538,128</b>	<b>(19,727)</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
62170	Private Contractual Services	\$ 1,076,387	\$ 1,140,000	\$ 1,140,000	
62170.17535	DOC City/County 07-08	380			
62170.18408	Pop Up Repairs at Recycle Center	(7,955)	20,000	20,000	
62170.19620	Oil Block Grant 16th Cycle	(975)			
62170.19972	OPP Cycle 1 Oil Grant	295			
62170.20225	Used Oil Payment Program	28,530			
62170.20241	Transfer Contingency	55,308			
62170.20492	City/County Funds	6,934			
62170.20681	Organic Diversion Project	75,698			
62170.20682	Transfer Contingency	481,965			
62170.21024	Used Oil Program Cycle 3	889			
62170.21253	City/county Bottle Can Program			30,500	30,500
62235	Services of Other Dept - Indirect	316,540	295,094	277,373	(17,721)
62300	Special Departmental Supplies	5,854	55,800	55,800	
62310	Office Supplies	1,038	26,300	26,300	
62405	Uniforms & Tools	290	500	500	
62420	Books & Periodicals		600	600	
62440	Office Equipment Maint and Repair	5,050	800	800	
62475	F532 Vehicle Equipment Rental		3,215	1,777	(1,438)
62485	F535 Comm Equip Rental	9,692	9,692	9,619	(73)
62496	F537 Computer Equip Rental	7,077	4,813	5,655	842
62700	Memberships and Dues	4,400	6,500	6,500	
62710	Travel	359	2,160	2,160	
62755	Training	1,399	2,000	2,000	
62895	Miscellaneous	5,602	8,050	8,050	
63005	Depreciation - Building	3,958	3,838	8,851	5,013
63015	Depreciation - Machinery	1,124	1,124		(1,124)
63035	Depreciation - Vehicle	2,056	2,056		(2,056)
		<b>2,081,895</b>	<b>1,582,542</b>	<b>1,596,485</b>	<b>13,943</b>
<b>CAPITAL OUTLAY</b>					
15022.16679	Recycle Warehouse Ventilation	\$ 34,270			
15022.16681	Recycle Center Exterior Paint	(597)			
15022.19618	Recycle Center Roof Replacement	832			
		<b>34,505</b>			
<b>PROGRAM TOTAL</b>		<b>\$ 2,591,057</b>	<b>\$ 2,140,397</b>	<b>\$ 2,134,613</b>	<b>\$ (5,784)</b>



# Refuse Collection and Disposal

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS 2012-13	STAFF YEARS 2013-14	STAFF YEARS 2014-15	CHANGE FROM PRIOR YEAR
Administrative Officer		0.190	0.190	
Asst PW Director - Street & Sanitation		0.350	0.350	
Cement Finisher	0.050	0.050	0.050	
Fleet Maintenance Technician	2.000	2.000	2.000	
Fleet Maintenance Technician	1.142	1.142	1.142	
Fleet Services Supervisor	0.300	0.300	0.300	
Fleet Superintendent	0.150	0.150	0.150	
Heavy Equipment Driver	0.300	0.300	0.300	
Heavy Equipment Operator	2.000	2.000	2.000	
Heavy Equipment Operator	0.300	0.300	0.300	
Intermediate Clerk	2.000	2.000	2.000	
Landfill Leadworker	1.000	1.000	1.000	
Landfill Supervisor	1.000	1.000	1.000	
Public Works Journeyman	0.100	0.100	0.100	
Public Works Supervisor	1.000	1.000	1.000	
Public Works Supervisor	0.050	0.050	0.050	
Recycling Coordinator	1.000	1.000	1.000	
Recycling Specialist	1.000	1.000	1.000	
Senior Administrative Analyst	1.000	1.000	1.000	
Senior Clerk	3.000	3.000	3.000	
Senior Fleet Maintenance Technician	1.000	1.000	1.000	
Senior Secretary	1.000	1.000	1.000	
Skilled Worker	0.500	0.500	0.500	
Solid Waste Leadworker	1.000	1.000	1.000	
Solid Waste Supervisor	2.000	2.000	2.000	
Solid Waste Truck Operator	24.000	24.000	24.000	
Solid Waste Truck Operator	1.743	1.743	1.743	
Solid Waste Utility Worker	2.000	2.000	2.000	
Street Maintenance Leadworker	0.050	0.050	0.050	
Tire Maintenance Worker	0.319	0.319	0.319	
Utility Worker	3.000	3.000	3.000	
Welder	0.203	0.203	0.203	
Work Trainee I	0.500	0.500	0.500	
<b>TOTAL STAFF YEARS</b>	<b>54.707</b>	<b>55.247</b>	<b>55.247</b>	

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